



EMPLOYMENT OPPORTUNITY

Chief Administrative Officer (CAO)

The Municipality of Shuniah is a vibrant, growing community of over 3000 people that doubles in the summer season and offers opportunities for Economic Growth. Shuniah is one of the oldest incorporated Municipalities in Ontario that offers a quality of life that is unique and treasured. It borders the City of Thunder Bay in Ontario to the east, stretches north of Highway 11/17 and east including many smaller communities. Shuniah is also a popular spot for cottages and recreation, along 40 kilometers of Lake Superior's magnificent northern shoreline and numerous other shorelines and lakes.

The Municipality of Shuniah is currently seeking a dynamic, community-minded individual to fill the role of **Chief Administrative Officer (CAO)**. Under the direction of the Mayor and Council, the CAO will be responsible for overseeing the overall administration and operations of a small northern and rural municipality, driving innovation and fostering collaboration amongst the staff, elected officials, and the community. This position requires a high-level of professionalism, integrity, and dedication to providing community-facing service, all while being able to balance long-term planning with day-to-day operational realities.

QUALIFICATIONS

Education & Experience

- Extensive experience in an executive leadership role with a municipality; ideally, as a CAO in a similar Municipality
- Post secondary education in Public Administration, Business Administration, or a related field; relevant professional designations (eg. CPA, PMP, CHRL, etc.) are considered an asset
- Depth of knowledge of local living, government operations, regulations, and best practices (eg. the Municipal Act)
- Proven record managing limited resources to ensure the municipality's financial health

Developed Competencies ~ *Candidates must have demonstrated success in the following areas:*

- Superior communication and interpersonal skills:** The CAO must be able to effectively communicate with staff, council members, community members, and other stakeholders.
- Strong leadership skills:** The CAO must be able to effectively lead and manage the municipality's staff, departments, and operations.
- Strategic planning skills:** The CAO must be able to develop and implement long-term strategic plans to guide the municipality's growth and development.
- Problem-solving skills:** The CAO must be able to identify and address challenges and issues facing the municipality in a timely and effective manner.
- Collaborative, team-oriented skills:** The CAO must be able to work effectively with council members, staff, and other stakeholders to achieve common goals and objectives.
- Integrity and ethics:** The CAO must demonstrate transparency and integrity in all their actions and decisions.
- Adaptability:** The CAO must be able to adapt to changing circumstances & priorities in a fast-paced environment.
- Organizational Skills:** The CAO must be able to manage multiple responsibilities and competing priorities.

PLEASE DO NOT APPLY ON INDEED! To be considered for this position, interested candidates are invited to submit a cover letter and resume, totaling no more than five (5) pages combined, by January 23, 2026 at 4:00pm to:

The Shuniah CAO Selection Committee
c/o trendline@tbaytel.net

The Municipality of Shuniah is an inclusive employer and offers accommodation throughout the recruitment process upon request.

While we appreciate all applications for this position, only those who are selected for an interview will be contacted.